

Checklist and Instructions for All Applicants

This Checklist is quite detailed. It includes the official instructions plus suggestions for completing your application. It is intended to help you prepare a successful application. While it may appear lengthy, all of the sections do not apply to all applications.

Your application must be *complete*, *legible*, and *easily understandable* to be competitive.

We suggest you print out a copy of the Checklist as you begin preparing your application. If you keep it next to you as you work, it will help you to avoid omitting anything that is required. Later, you can use it as a final check to be sure your application is truly complete.

Do not send the checklist to PTFP.

Preparing an Application

_____ **Use only the Application Form that expires 10/31/2006** (the date is printed on the bottom of each page).

_____ **An original and five copies** of all material must be submitted to PTFP.

_____ **Place one copy of the application in the single six-panel folder supplied by NTIA/PTFP (or an equivalent folder).**

PTFP will send you a free six-panel folder on request. Call (202) 482-5802, fax (202) 482-2156, or email ptfp@ntia.doc.gov. **Folders are sent by regular US Mail. In order to allow time for mail delivery to receive your folder, we need to have your request by March 5, 2004.** (If you want to supply your own six-panel folder, please use an ACCO #ACC-15036, Oxford ESS-920025RCP2, or equivalent.)

_____ Signatures in the copy labeled “Original” must be original, preferably in a color ink other than black, and dated.

_____ Arrange the material in all copies of the application as described in the assembling instructions near the end of this Checklist.

_____ Send your application so that it will be **received** at the PTFP office by 6:00 PM on the Closing Date, March 31, 2004.

K Be aware that anything sent via the United States Postal Service (including “overnight” and “Express Mail”) is subject to delivery delays due to mail security procedures at the Department of Commerce. We urge applicants to consider submitting their applications via other means such as alternate commercial delivery carriers. In addition, applicants are urged to consider the potential for delays in delivery caused by the weather and to allow for such delays in

sending their applications.

_____ **Scope of Project.** Each **distinct project** should be a **separate** application.

_____ Submit separate requests for TV stations and radio stations; *unless* the project calls for major equipment elements to be used by both the TV and radio operations.

_____ Submit separate requests if you propose facilities that will be placed in different locations, where each facility could be constructed and operated independently from the other(s).

_____ If the facilities you are requesting are integrated into a network so that the removal of one facility would cause the network to be inoperable, or if the network would constitute a natural and cohesive unit, then one application should be submitted.

_____ Submit translator networks as one application, but list and price each translator separately on the equipment lists.

_____ **Site Names and FCC Applications.** A site is often known by more than one name; all references in an application to a given site should be clear and consistent. This is extremely important when reviewers look at FCC applications and maps. Reviewers must be able to identify each site in multi-site applications and relate the FCC applications to the project as described in the Narrative or to sites shown on a map. Be sure that the reviewers can easily verify that all necessary FCC applications or permits are contained in the application. We suggest that you use the same name for all references to a given site, that you add a label or note to each document, or that you cross reference the sites in the Narrative or in an Exhibit, e.g., "Old Town translator (McDonald Farm site)".

Application Form, Part I – Page 1
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_____ 1. **Legal name, organizational unit and full address of applicant.** Please enter a street address since a P.O. Box number cannot be used for overnight delivery.

_____ **Enter the call letters and frequency** (or channel number, as appropriate) of the public radio or television station that is the subject of this application. If the application is for a repeater, a translator, or LPTV, the call letters of the main station should be entered here. If the facility has no call letters, please enter "N/A".

(PTFP will include the call letters in mailing all correspondence regarding the application.)

_____ 2. **Enter Employer Identification Number** (EIN) assigned by the Internal Revenue Service. (The EIN will be redacted prior to disclosure to the public.)

_____ 3. **DUNS Number.** Enter the DUNS number for your organization assigned by Dun and Bradstreet, Inc. You may obtain a DUNS number at no cost by calling the toll-free DUNS request

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telephone, 1-866-705-5711, or via the Internet at www.dunandbradstreet.com

- _____ 4. **Administrative contact information.** Enter name, title, telephone number, fax number and e-mail address of the person PTFP should contact on *administrative* matters related to this application.
- _____ 5. **Engineering contact information.** Enter the information for the person PTFP should contact on *engineering* matters related to this application.
- _____ 6. **Reactivation.** If this is a reactivation of an application deferred from last year's PTFP grant cycle; enter "Y" in item 6a and last year's application number in 6b. (**Note:** The PTFP Final Rules permit only **two** reactivations of a deferred application, for a total of three years consideration; *see* §2301.9.)
- _____ 7. **Federal Communications Commission (FCC).** If construction and/or operation of the proposed facility requires a new FCC authorization, enter "Y" in item 7 and complete item 22 on page 2.
- _____ 8. **Priority/Category.** Enter the Priority or Category listed in §2301.4 of the PTFP Rules under which you request the application be reviewed.
- _____ 9. **Classify the project.** Applications can be either construction or planning, *but not both*. PTFP uses the term "construction" to mean the purchase of telecommunications equipment in contrast to planning a telecommunications project.

Applications may combine elements of **radio** and **television** but rarely combine **broadcast** and **non-broadcast**. See "Scope of Project" on the first page of this Checklist for suggestions for structuring multi-project applications.

- _____ 10. **Length of project.** Enter how many months you anticipate needing for completion of the proposed project. Use six-month increments (e.g., 12, 18, 24).
- _____ 11. **Describe type of project.** Check the ONE line that best describes the type of project in your application.

Please indicate in the column you checked (A, B, C or D) the number of people that will benefit from funding.

_____ **Number of people served by the project.**

FIRST service added: If the project will result in an increase in the number of people receiving public broadcasting service, please explain and document the increase in an Exhibit. This refers both to first public radio service and to first public TV service (e.g., first public radio service could be a translator in an area with public television but without public radio service).

CURRENTLY served by Applicant: Indicate the population within your station's coverage area (for broadcast projects) or participating in your public telecommunications projects (for nonbroadcast applicants) based on the population covered by the station in the application (TV Grade B contour or 1 mv/m contour for radio).

Digital TV or radio conversion applicants should indicate the population currently served by

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their analog station(s) if they have not begun digital broadcasts.

ADDED SERVICE to those covered by others: Population to be served by the project that already receives a similar (radio or television) public broadcasting service.

NEW service (Distance learning/nonbroadcast): Number of participants in new service.

- _____ 12. **Applicant Congressional District.** Enter the number of the Congressional District that includes the applicant's headquarters; *this can be only one number*.
- _____ 13. **All Congressional Districts.** Enter the numbers of *all* Congressional Districts in *all states* that would be reached by the proposed project. This includes the District entered in item 12. If a state has only one Congressional District, enter "1".
- _____ 14. **Estimated Funding.** These three lines summarize your request for funding.

NOTE: IF YOU PREPARE YOUR APPLICATION USING THE ON-LINE FILLABLE FORM, THE PROGRAM AUTOMATICALLY COMPLETES BOX 14 FROM INFORMATION CONTAINED ON PAGE 3, BUDGET.

Line 14a. For construction project applications, line 14a cannot exceed 75% of the total on line 14c (not even by 25¢).

Line 14b. Applicant's share, same as line B2, page 3.

Line 14c may include only *eligible* costs and must be the same as line A7 of the budget form on page 3; it should not include the costs listed on line B3, Ineligible Costs, on page 3.

On line 14d, show the *percentage* of the eligible total project costs (line 14c) requested from the Federal government.

- _____ 15. **Executive Order 12372.** Indicate whether the applicant is subject to review under Executive Order 12372 and enter the date a copy of the application was sent to the state office. (This refers to the State Single Point of Contact process, which is discussed further at the end of this Checklist.)
- _____ 16. **Federal Debt.** This question applies to the organization, not the person who signs as the authorized representative. Categories of debt include, but are not limited to, delinquent audit related debts, loans, and Federal taxes.
- _____ 17. **Certification and Signature.** Application must be signed by an authorized representative of the applicant organization, *preferably in a color ink other than black*. A copy of its governing body's authorization for the individual to sign this application must be on file in the applicant's office and available for inspection.

Application Form, Part I – Page 2

- _____ 18. **Summary of Application.** Summarize the purpose and objectives of this application in one or two sentences; e.g., "Anytown University seeks funding assistance to replace the transmitter,

antenna, and transmission line of public radio station WAUX.”

K Supporting arguments and justifications in support of your project belong in the Narrative and Exhibits, NOT here.

_____ 19. **Type of Applicant.** Enter the appropriate letter that describes your organization in the space provided.

_____ 20. **Station Operations.** Indicate the number of full-time paid employees, part-time paid employees, and volunteers currently on the staff of the organizational unit for which the project is intended.

_____ Show also the total hours worked by an average staff member in each category in an average week. Then show comparable numbers projected for when the new facilities are in operation. If this is a planning grant application *for a new facility*, mark “NA”.

_____ Indicate the current operating budget, if any, and projected budget for the first year of operation following construction of the proposed facilities. If this is a planning grant application *for a new facility*, mark “NA” in the table.

_____ 21. **Public Broadcasting Affiliations.** BROADCAST APPLICANTS ONLY. Indicate if your organization currently receives, or anticipates receiving, financial assistance from the Corporation for Public Broadcasting (CPB).

_____ Indicate whether the facility is or will become a member of the public broadcasting organizations noted, or any others (please specify).

Please note: Your organization does NOT have to receive financial assistance from CPB or belong to one or more public broadcasting organizations in order to receive a PTFP grant.

_____ 22. **FCC Authorizations.** If a new FCC authorization is required to complete this project, provide the following information for each approval required.

_____ FCC Community of license.

_____ Channel# (e.g., “89.9” for FM, “9” for TV, “A1-A4” for ITFS, “Ku-band” for satellite, etc.).

_____ FCC File number (e.g. BPED040898AB). If you do not yet have the number, please supply it to PTFP as soon as you receive it.

_____ Commonname used when referencing the transmission site in other parts of the application (e.g., “Northwest National Forest”, “Old McDonald Farm”, “Central Broadcasting”).

_____ Indicate by placing a “Y” or “N” in the appropriate space whether the applicant owns or leases the transmission site. If site rights are pending, place a “P” in the appropriate space.

_____ 23. **Other Sources of Funding.** Indicate whether funding to support this project has been or will be sought from any other Federal program or the Corporation for Public Broadcasting.

This support could include funding to support programing or staff needed to operate the equipment as well as funding for the same equipment requested from PTFP, or funding for other equipment integral for the operation of the PTFP requested equipment.

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- ____ Please provide information about funding from other Federal programs or CPB in the Remarks section at the bottom of the page or, if necessary, on a page attached to page 2 of the form.
- ____ 24. **Similar Public Telecommunications Facilities within Project Service Area.** List all acceptable signals of other public telecommunications facilities of the same type as is the subject of this application.
- (You are **not** required to provide exact contours of other stations, only to list those stations that can be viewed or heard within the service area of the proposed project.)
- ____ TV If your application is for a television project, list all public TV stations providing a Grade B signal within the project's service area.
- ____ Radio If your application is for a radio project, list all other public radio stations that provide a 1 mv/m signal within the project's service area.
- ____ ITFS If your application is for an ITFS project, list all other ITFS facilities that serve the - project's service area.
- ____ **Areas Affected by This Project.** List major geographical units affected by the project.
- ____ **Remarks** Use this space to continue items that do not otherwise fit in their allotted space. If the space provided is not adequate for your project, please continue your answers on plain paper attached after page 2.

Application Form, Part II, Budget Information *Construction Grant Applicants Only*

The Budget Information form on page 3 should be completed only by applicants for Construction Projects. There is a separate budget form for planning projects on page 5.

K We suggest you first complete the Equipment pages (page 4), then transfer the totals in each category to this page.

NOTE: IF YOU PREPARE YOUR APPLICATION USING THE ON-LINE FILLABLE FORM, THE PROGRAM AUTOMATICALLY CALCULATES AND INSERTS FIGURES FOR ENTRIES ON THE LINES IN *ITALICS* BELOW.

SECTION A: PROJECT EXPENSES (Show whole numbers only.)

Equipment Totals by Category

- ____ **Lines A1-A4.** Total all of the equipment pages (page 4) submitted for each category of equipment. Include installation costs/labor within a category. Place the total for each category of equipment on the appropriate line for that category.

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_____ **Line A5.** Enter the total of lines A1–A4.

_____ **Line A6.** Eligible Non-equipment Costs

Non-equipment costs include *Outside Services* and *Pre-operational Expenses*.

Refer to the current regulations or list of eligible costs supplied by PTFP regarding the limited non-equipment costs that may be requested as part of the proposed project.

_____ **Outside Services.** List all outside services, such as audit costs, for which Federal funding is requested for this project **with the exception of installation labor**. Installation labor, if any, should be included in the designated spaces on the equipment pages.

_____ For each cost requested, describe the service to be performed, the name of the person/firm (if known), the cost basis (e.g., \$100/hr, \$800/day), the number of units (e.g., 125 hours). The Cost should be the product of the cost basis times the number of units, for example:

Item	Service	Cost basis	Number of units	Cost
John Smith, Engineer	Conduct site evaluations, perform engineering studies, meet with station Board, and prepare FCC applications	\$100/hour	125 hours	\$12,500

_____ **Pre-operational Expenses** may be claimed only by applicants for the establishment of facilities or the extension of service areas.

_____ List all non-construction costs for which Federal funding is requested to support expenses incurred prior to commencing operations of a new facility or the expanded portion of an existing facility. Salaries of personnel employed by telecommunications entities now operating may **NOT** be included.

_____ If line A6 is completed, attach pages that detail the requested costs.

Note: NTIA regards its primary mandate to be funding the acquisition of equipment and only secondarily funding salaries, even when allowed by law. NTIA generally will not fund salary expenses, pre-application legal and engineering fees, or pre-operational expenses of new entities. Applicants wishing to demonstrate that “exceptional needs exist” should state their case with supporting documentation in the Program Narrative.

_____ **A7. Total Eligible Project Costs.** Add the total equipment cost on line A5 and Eligible Non-equipment Costs on line A6. Also, place this amount on page 1, line 14c.

SECTION B: PROJECT FUNDING

_____ **Line B1. Federal Share Requested** (no more than 75% of Line A7, not even by 25 cents). Also, place this amount on page 1, line 14a.

Applicants should review the Federal Funding Opportunity announcement for NTIA’s policy

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regarding the usual Federal level of participation in different types of projects.

- _____ **Line B2. Applicant Share** Subtract B1 from A7, and place this amount on page 1, line 14b.
- _____ **Line B3. Ineligible Project Costs.** List costs that are necessary to complete the project, but are ineligible for PTFP funding. (For example, the cost of constructing or renovating a transmitter building to house a PTFP-requested transmitter). If necessary, provide details in an attachment to page 3.
- _____ **Line B4. Total Applicant Funds.** Total of lines B2 and B3.
- _____ **Lines B5--B9.** Identify the proposed sources of funds for both for the local match (line B2) and to cover ineligible costs (line B3). Document the sources, as required, in an attachment.
- _____ **Line B8.** If you enter information on line B8 (fair market value of donated equipment), please be sure to provide the documentation required in the instruction under "Donated Equipment" on page 3a.

Application Form, Part III, Page 4, Eligible Equipment *Construction Grant Applicants Only*

- _____ Before completing this section, you should review PTFP's list of eligible and ineligible equipment and project costs.
- _____ **Multiple sites.** If the requested equipment will be placed at several sites, enter the equipment for each location on a separate page. Identify the location for each page on the top line.
- _____ **Enter only one equipment category on a page.** Arrange the equipment requested into the four categories described below.
- _____ Check the block on the top the page to indicate the category of equipment requested on that page.
 - A. Dissemination Equipment**) Includes antennas, towers, transmitters, STLs, translators, cable/ITFS distribution systems, and equipment required for transmission of a broadcast signal or delivery of non-broadcast programming to the intended audience.
 - B. Origination Equipment**) Includes equipment for production of television or radio programs, including items such as cameras, microphones, turntables, recorders, switching equipment, consoles, mixers, editing systems, signal processors, production lighting equipment, and other items necessary for production of broadcast-quality programming.
 - C. Interconnection Equipment**) Includes microwave, satellite transmission or satellite reception equipment.
 - D. Test Equipment**) Includes test items necessary for good engineering practice *or*
- _____ **Other eligible equipment**) Specify any other eligible equipment that cannot be classified under the other categories, such as specialized receivers used by handicapped groups (i.e., sub-carrier [SCA] receivers, caption decoders, and similar equipment).
- _____ Please number multiple pages this way: 4-1, 4-2, etc.

_____ Identify all major items required for the project. Proposed acquisition of multiple items grouped together for one price must be categorized sufficiently to provide assurance that no ineligible items are included.

_____ In the column headed **Item**, place a general description of the equipment item in question; examples would be “studio cameras”, “video production switcher”, or “audio console.”

_____ In the column headed **Description**, place the manufacturer and model number of the item. (This information indicates only the level of quality of the item. After competitive bidding, different manufacturers and models are commonly purchased.)

_____ The column headed **Cost** should include the total cost for that item..

_____ *Do not* enter Non-equipment Costs or Ineligible Project Costs on this page. They should be included on the Budget page, page 3.

_____ **Ownership of equipment**

Generally, equipment listed as part of the proposed project cannot be owned by the applicant, nor can any funds be *obligated* towards its purchase, before the PTFP closing date for the year the application is (or was) first submitted to PTFP. Inclusion of equipment purchased prior to the closing date will be considered on a case-by-case basis only when clear and compelling justification is provided to NTIA.

_____ **Obligation of funds**

PTFP considers money to be obligated when the Applicant enters into any sort of binding commitment to spend the money. This means the formal acceptance of a bid offering or the issuance of a purchase order.

Applicants are not permitted to obligate any monies from the eventual Federal share of a grant's Total Project Cost before the project Award Period begins. (PTFP Award Periods usually begin about October 1 and are determined by the Office of Acquisition Management.)

An applicant that obligates more than the local match before a grant is formally awarded faces two primary risks:

- a. It may not be offered a grant award, or
- b. Negotiations may reduce the amount of the total project cost, and if the applicant has obligated funds in excess of the negotiated local match, the Federal share will be correspondingly reduced.

_____ **Installation Costs**

Installation costs should be listed separately on the two lines “Contractor installation” or “Staff installation.” With regard to *transmission* equipment, NTIA strongly favors the use of either manufacturer or professional contractor personnel and commonly funds these costs. On the other hand, NTIA will rarely support requests for installation costs for *studio* or *test* equipment, whether that installation is done by staff or contract employees. Such installation is normally of minimal difficulty and the installation costs should be absorbed in the recipient's normal operating budget. NTIA will take into account demonstrations of exceptional need for such installation support, or

demonstration that substantially greater efficiency would result from the use of staff installation instead of contractor installation

If installation is to be done by the applicant's work force, direct cost estimates should be based on existing wage scales.

Donated Equipment

Items of donated equipment that are part of the proposed project should be listed within the proper categories along with items to be acquired with grant funds. Fill in the fair market value of donated items on the "cost" portion of the form. As noted above, applicants may take title to donated equipment prior to the closing date only upon presentation and acceptance by NTIA of clear and compelling justification.

If donated equipment is to be used for the local match, the application should include a certified appraisal from a qualified, independent engineer as to the age, fair market value, and remaining useful life of the donated items. In addition, the applicant must include a letter from the donor confirming the donation.

<p>Application Form, Part IV, Budget Information, page 5</p> <p><i>Planning Grant Applicants Only</i></p>

There is a separate budget form for Construction projects on page 3.

Lines 1 – 8: All costs included in the proposed project should be broken down into the categories listed. Enter the amounts for each category on the appropriate line on the form.

- ____ 1. **Personnel.** List each employee, full-time equivalency, and payment.
- ____ 2. **Fringe Benefits.** List fringe benefits and *method of calculating benefits*.
- ____ 3. **Travel.** Break down travel into local and overnight, with projected areas of travel and costs.
- ____ 4. **Equipment.** Equipment may include office equipment to support the planning function, but cannot include equipment to establish a telecommunications facility.
- ____ 5. **Supplies.** List supplies projected to support the planning activity.
- ____ 6. **Contractual.** List contractors, such as consultants, amount to be paid, and *basis for rate charged*.
- ____ 7. **Other.** List any additional eligible expenses required to support the planning activity.
- ____ 8. **Indirect Costs.** Enter Indirect Costs charged to the project. Document the indirect rate in the Budget Narrative.
- ____ **Budget Detail.** You must also attach a budget detail that provides a line item breakdown of project costs within each budget category. See the following example, where each category is

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detailed by “Line Item”, “Federal Support,” Matching Support,” and “Total.”

Category	Line Item	Federal Support	Matching Support	Total
Contractual	Engineer to prepare FCC application	\$10,000	\$2,500	\$12,500
	Attorney to prepare FCC application	\$ 2,000	\$2,000	\$ 4 ,000
Contractual Subtotal		\$12,000	\$4,500	\$16,500

- _____ **Budget Narrative.** You must attach a budget narrative that provides sufficient explanation of each budget category in order to establish the need for the funds in each category, and the basis for figures used and how they were calculated, per the following example:

Engineer	Conduct site evaluations, perform engineering studies, meet with station Board and prepare FCC applications	125 hours	\$100 per hour	\$12,500
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- _____ PLANNING GRANT APPLICANTS MUST COMPLETE EXHIBIT A and attach a discussion of the source of local funds.

Application Form, Part V, Program Narrative for *Construction Applicants*

- _____ Your response to the first five (5) evaluation criteria (A-E) is limited to a total of five (5) pages. If more extensive discussion of any point is necessary, make the main point in the narrative and clearly refer the reader to additional information in an Optional Exhibit.
- _____ **Executive Summary.** Begin the narrative with an introduction that serves as an Executive Summary of the project. Summarize the project in a few sentences, including the project’s location, area to be served, and the Priority (or other Category) described in §2301.4 of the PTFP Final Rules you believe appropriate for your application.
- _____ Label the response to each evaluation criterion clearly.
- K** PTFP has prepared detailed guidelines to help you respond to the evaluation criteria for your type of construction project application: Broadcast Activations and Extensions; Equipment Replacement, Improvement, or Augmentation; or Nonbroadcast Activation & Extension. They are posted on the PTFP Internet site. Printed copies are available on request.
- _____ We suggest that the criteria be addressed in the following order (see §2301.17 for a complete discussion of each criterion):
- _____ **A. Applicant Qualifications:** Identify your organization and demonstrate its ability to complete

the requested project; to operate and maintain the facility; and to provide services of professional quality.

_____ **B. Project Objectives:** Clearly state the objectives of the project; indicate how the project fulfills the programmatic objective of the Priority selected; demonstrate that your organization has the ability to complete the project successfully within the proposed project period; and, if relevant, justify a Federal share that is greater than the presumed Federal share for your type of project as presented in the Federal Funding Opportunity announcement—a less than 50% local match for radio equipment replacement, improvement, or augmentation projects, or less than 60% local match for similar television equipment projects.

_____ **C. Urgency:** Fully justify funding the proposed project during this current grant cycle.

_____ **D. Technical Qualifications:** Discuss why the eligible equipment is necessary to complete the project objectives and why the proposed costs reflect the most efficient use of Federal funds. (A complete technical discussion and related documentation should be placed in Exhibit C.)

_____ **E. Financial Qualifications:** Demonstrate your organization's ability to raise non-Federal funds (1) for the local match for this application, (2) for any project costs that are ineligible for Federal funds but required to complete the project, and (3) to ensure financial support for long-term operation of the facility.

_____ **F. Involvement of Women and Minorities:** Please see page 13, below, for further information on this criterion. *Discussion of this criterion is not subject to the five-page limitation.*

<p style="text-align: center;">Application Form, Part V, Program Narrative for Planning Applicants</p>

_____ Your response to the first five (5) evaluation criteria (A-E) is limited to a total of five (5) pages. If more extensive discussion of any point is necessary, make the main point in the narrative and clearly refer the reader to additional information in an Optional Exhibit.

_____ **Executive Summary.** Begin the narrative with an introduction that serves as an Executive Summary of the project. Summarize the project in a few sentences, including the project's location, area to be served, and the Priority (or other categories) described in §2301.4 of the PTFP Final Rules within which you wish the application to be considered.

_____ Label the response to each evaluation criterion clearly.

PTFP has prepared detailed guidelines to help you respond to the evaluation criteria for planning applications according to the type of project involved.

_____ We suggest that the criteria be addressed in the following order (see §2301.17 for a complete discussion of each criterion):

_____ **A. Applicant Qualifications:** Describe the current interests and purposes of your organization

and their relevance to the proposed planning. Demonstrate that the applicant has the ability to successfully complete the project within the proposed project period.

_____ **B. Project Objectives.** State the objectives of the project, and indicate how the proposed project fulfills one or more of the projects described in Section 2301.4 of the PTFP Final Rules. Describe the resources of your community that potentially could be mobilized to provide public telecommunications services and what efforts to date have been made to mobilize them, including all planning and needs assessments already accomplished. Provide assurances *and* documentation of participation in preliminary planning for the proposed facility in the community(ies) to be served. Briefly describe what public telecommunications services are already available in the proposed project service area. Discuss the range of alternative technologies that might be pertinent to the proposed planning project.

_____ *Nonbroadcast/Distance Learning applicants* should address the questions outlined in the “Statement of Program Policies” for an educational or instructional project.

_____ **C. Urgency:** Demonstrate the need and urgency for the proposed telecommunication services.

_____ **D. Planning Qualifications:** Discuss the planning process, costs, proposed planners and their qualifications. As an attachment immediately following the Narrative, provide a **TIMELINE** and **STEP-BY-STEP PROCEDURE**. (This attachment is not subject to the five-page limitation.) The attachment should consist of a procedural design that includes the significant projected accomplishments of the planning effort, along with the dates by which each accomplishment is to be completed. (Examples of such project benchmarks might include hiring of project personnel; achievement of organizational and funding targets; submission of FCC applications [if required]; and submission of the draft final report and the completed final report.)

_____ **E. Financial Qualifications:** Discuss your long-term financial plan and justify a local match of less than 25%, if requested.

_____ **F. Involvement of Women and Minorities:** Please see below for further information.

<p style="text-align: center;">Evaluation Criterion F Involvement of Women And Minorities —ALL APPLICANTS—</p>

_____ Response to this Evaluation Criteria should be included as part of Program Narrative, *but it is not subject to the five-page limitation*.

_____ In accordance with 392(f) of the Act, the Agency will give special consideration to applications that foster ownership of, operation of, and participation in public telecommunications entities by minorities and women. NTIA has not established any minimum minority or women participation requirements for special consideration in PTFP evaluations in order to carry out the objectives of

the statute. Rather, NTIA believes that the Congressional intent can be achieved in a fair and flexible manner by taking into account all factual circumstances that might lead to special consideration.

The PTFP Rules, in 2301.5, provide the following clarifications about special consideration.

“Ownership and operation of” includes the holding of management and other positions in the entity, especially those concerned with programing decisions and day-to-day operation and management.

“Participation” may be shown by the entity’s involvement of women and minorities in public telecommunications through its programing strategies as meeting the needs and interests of those groups

“Minorities” include American Indians or Alaska natives; Asian or Pacific Islanders; Hispanics; and Blacks, not of Hispanic Origin.

Employment of minorities or women is not the only way in which NTIA may assess whether an application promotes significant diversity in the ownership of, operation of, and participation in, public telecommunications entities by minorities and women. NTIA is also interested in outreach efforts, audience development, and programing strategies. One stated purpose of this program is to respond to the educational, cultural and related programing needs of diverse groups.

_____ Applicants should provide a narrative (with supporting documentation when necessary) that documents the participation of women and minorities in the station’s ownership and management, especially those concerned with programing decisions and day-to-day operation and management. In preparing their material, applicants should take care to clarify whether they are discussing women, minorities (minorities can be considered as a single group, but the predominant group should be identified as such), or a combination of women and minorities (where the predominant group/gender should be identified, and applicants should express whether they are discussing women or minorities in the case of an individual who is a female minority.)

EXHIBITS

K THE IMPORTANCE OF LEGIBILITY. *All materials need to be legible. If maintenance logs, trouble reports, etc., do not reproduce clearly, you should attach typed transcripts to the photocopies.*

EXHIBIT A: CERTIFICATION OF MATCHING AND OPERATING FUNDS—ALL APPLICANTS

_____ On page 6 of the Application Form, provide a signed and dated assurance from the responsible official that the matching funds required by the project (for both eligible and ineligible costs) will be available, and that the non-Federal share is the maximum amount available from non-Federal sources.

_____ Construction Grant applicants: Also provide assurance that funds will be available to operate and maintain the proposed facility.

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- _____ In an attachment, provide a discussion explaining how you will raise the non-Federal funds necessary for the project.

Note: It is not usually necessary to submit copies of audits or CPB Annual Reports.

EXHIBIT B: INVENTORY—CONSTRUCTION GRANT APPLICATIONS

- _____ Use this form to tell PTFP about other *related* equipment for *this facility* that is (1) owned, (2) on order as of the date of the application, or (3) authorized by a prior PTFP award but not yet ordered.

Related equipment refers to equipment similar to that requested in this application (e.g., provide inventory of all existing VTRs, if VTRs are requested), or is closely associated with the requested equipment (e.g., an inventory of all microwave equipment that would feed a signal to a requested repeater station). DO NOT PROVIDE A FULL STATION INVENTORY.

This facility. Provide inventory information only for the facility (usually a station) that is the subject of this application, *not* the inventory of all the stations you operate. However, if the station that is the subject of this application is co-located with another station you operate, then you should provide the requested inventory information for *both* stations. The application should explain the relationship between the two stations regarding the sharing of equipment, studios, staffs, etc.

- _____ **If you are applying for a digital radio or television project** and requesting digital equipment to replace an existing analog capability, such as audio consoles or routing switchers, you should include the existing analog equipment on this form.
- _____ **If you are applying for new broadcast facilities**, you should indicate whether you already have any equipment that will be associated with or devoted to the proposed facility.
- _____ **If you are applying for new distance learning facilities**, you should include an inventory of any similar facilities your institution operates, such as distance learning classrooms, satellite facilities, etc.
- _____ **If you do not have applicable equipment**, include the form with the “NA” box checked.
- _____ Please number multiple pages this way: 7-1, 7-2, etc.

EXHIBIT C: JUSTIFICATION OF EQUIPMENT REQUESTED—CONSTRUCTION GRANT APPLICATIONS

- _____ Provide a technical narrative responding to the Evaluation Criteria *Project Objectives*, *Urgency*, and *Technical Qualifications* that supplements the information in the Program Narrative.
- _____ Document the need for the equipment requested.
 - _____ For replacement, documentation could include transmitter logs, maintenance records—not cleaning or other routine maintenance, please—engineering reports, independent evalu-

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ations, etc.

- _____ The documentation can be a part of this exhibit, or placed in an Optional Exhibit with a cross-reference from Exhibit C.
- _____ *Television DTV conversion applicants:* If equipment purchased prior to July 1, 1999, is to be included, provide justification for including the purchase(s).
- _____ If donated equipment is to be included in the project, the donation must be made after the PTFP Closing Date, and you must supply *certification* by an independent engineer of the fair market value and the remaining useful life of the donated item(s).

EXHIBIT D: FIVE-YEAR EQUIPMENT PLAN—CONSTRUCTION GRANT APPLICATIONS

- _____ According to the statute authorizing PTFP, all construction grant applicants must submit as part of their applications “a 5-year plan outlining the applicant’s projected facilities requirements and the projected costs of such facilities requirements” [47 U.S.C. 392 (a)]. We do not provide a form or specify the format to be used. Your plan should be as long as needed to provide a full response to the requirement. One or two pages is usually enough.
- _____ Submit the completed plan as Exhibit D of your application.

NOTE: REVIEWERS TYPICALLY LOWER THEIR SCORES FOR APPLICATIONS THAT FAIL TO INCLUDE THE REQUIRED PLAN.

EXHIBIT E: MAPS—CONSTRUCTION GRANT APPLICATIONS

- _____ If your project proposes to serve new coverage areas, include maps showing the area and document the population within the *first service area*.
- _____ If your application is for a multi-location project, include maps for ease of identification.
- _____ If your application includes maps, make sure that location names are clear *and the same* on the maps, in the Narrative, in FCC documents, etc.
- _____ If you include maps, make sure that they are legible.

EXHIBIT F: LETTERS OF SUPPORT

- _____ If your application proposes to serve new coverage areas, include documentation of community

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support, partnerships, or participation in response to the evaluation criteria on *Project Objectives* and *Urgency*.

_____ **Letters of support are not required or expected for equipment replacement projects.**

EXHIBITS G – Z

_____ These are Optional Exhibits that you may use to submit materials not specifically required by PTFP or to supplement parts of your application. (Please note that such items should be limited to ones related directly to the proposed project. A year's worth of program guides or press clippings, for example, usually adds nothing but weight and bulk to an application.)

_____ Please do NOT send recordings of any kind. Any received will be destroyed without being considered.

_____ If you include several Optional Exhibits, please provide a Table of Contents for them.

EXHIBIT AA: ASSURANCES AND CERTIFICATIONS—ALL APPLICANTS

_____ **“Assurances”** (pages 8 and 9 of the Application Form). In spite of the label “Non-Construction Programs,” all applicants must include these pages.

_____ The copy in the “original” folder must have an original signature and be dated on page 9.

_____ **CD-511.** All applicants must submit the CD-511 (pages 10 and 11 of the Application Form).

_____ The “original” copy has an original signature, signer's title, and date on page 11.

_____ The “Place of Performance” is entered in the top of the left column of page 11.

_____ **Standard Form LLL, Disclosure of Lobbying Activities** (pages 12-13) needs to be submitted *only if you used either Federal or non-Federal money for lobbying* as discussed in Section 3 (2) on page 11. Membership in a public broadcasting organization that is considered an advocacy organization for public broadcasting is normally not regarded as lobbying.

If Section 3 (2) does not apply, you do not need to include Form LLL in your application.

EXHIBIT BB: PROOF OF ELIGIBILITY

_____ Indicate in the Narrative whether your organization is a government, Indian Tribe, or non-profit organization that has received a prior PTFP grant.

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- _____ If yours is a non-profit organization that has never received a PTFP grant, supply in this exhibit certified copies of incorporation papers, by-laws, and IRS 501(c)(3) finding or other proof of non-profit status.

EXHIBIT CC: DISTRIBUTION AGREEMENTS

- _____ Public broadcasting entities do *not* need to submit agreements with PBS, NPR, PRI, etc.
- _____ If your organization does not operate full-service broadcast facilities, you need to provide a contract, agreements, or letter of intent demonstrating a long-term program distribution arrangement (e.g., use of an SCA or SAP channel) and a copy of the host station's current FCC license; or a contract, agreement, or letter of intent demonstrating that you will have controlling use of dedicated cable channel(s), any charges involved, and maintenance and equipment responsibilities, and letter of certification from cable regulatory entity detailing access package/local origination provisions of franchise.

FCC APPLICATIONS AND AUTHORIZATIONS

- _____ Place on the inside back panel of the PTFP-supplied folder, copies of all FCC applications/authorizations (or equivalent engineering information) required by the project. (See page 7c of the Application Form for further information.)
- _____ Separate multiple FCC applications/authorizations and identify by tabbed dividers.
- _____ Provide an explanation and justification in the Narrative if the FCC applications are not in the name of the applicant organization.
 - L** You may file your FCC applications with the FCC after the PTFP Closing Date at your own risk, but please remember that if your project requires a new FCC authorization, PTFP will grant funds only if the FCC notifies us that authorization is “grantable” or has been granted.

FORM CD-346, APPLICANT FOR FUNDING ASSISTANCE

- _____ CD-346 forms do not have to be filed by organizations that are part of state or local governments, including state or city universities and colleges, nor by Indian tribal governments.
- _____ If yours is a non-profit organization (e.g. community licensee, private college), you must submit one set of complete and signed CD-346 forms for the following key individuals:
 - _____ Each officer (chairman, president, vice president, secretary, treasurer, etc.)
 - _____ The executive director/general manager, chief financial officer/business manager, etc.

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- _____ The project manager for the proposal, chief engineer.
- _____ Any other individuals who can control/influence the expenditure of project funds.
- _____ The name and address of the person filling out the form goes in box 1 on the first page of the CD-346 and the name and address of your organization goes in box 5.
- _____ Be sure the forms are completely and accurately filled out, *including Social Security numbers*. (Supplying Social Security Numbers is voluntary, but if not provided may delay processing of a grant award. Incomplete or inaccurate forms can delay or halt the processing of your application.)
- _____ Put the forms on panel #1 of the six-panel folder supplied by PTFP.

NOTE: IF YOU SUBMIT SEPARATE APPLICATIONS FOR MORE THAN ONE PROJECT, EACH ONE MUST HAVE ITS OWN SET OF CD-346 FORMS WITH ORIGINAL SIGNATURES.

Completeness

Be sure that your application is truly COMPLETE. Your application is complete when it contains:

- _____ All required parts of the Application Form;
- _____ All exhibits called for by the application and your project;
- _____ All relevant FCC applications, including those for microwave facilities, STLs or sideband authorizations associated with larger broadcasting facilities; and
- _____ All required engineering studies in complete form.

NOTE: UNDER THE PTFP RULES, YOU CANNOT AMEND YOUR APPLICATION AFTER THE CLOSING DATE.

Assembling the Application

- _____ You must submit an *original and five copies* of the complete application. Please assemble each copy according to the instructions that follow. Doing so greatly assists the reviewers who evaluate your application.

You should use photocopies of the application or forms downloaded from our Internet site to complete your application. If your forms are from the PTFP booklet, save the original for possible use if your application is negotiated.

- _____ Put the original and four copies in separate manila file folders labeled with your organization's name and secured with binder clips. Put the remaining copy in the folder provided by PTFP; *please do NOT put the original in this folder!*

- _____ The manila folder with the original copy should be labeled "ORIGINAL" on the outside. This copy must have original signatures on the Application Form, Exhibit A, the Assurances, and the CD-511 certification of lobbying activity. (Pages 1, 5, 9, 11; also page 12 if appropriate; be sure to fill in the "Place of Performance" blank at the top of page 11.)

- _____ Major sections of each copy of the application should be separated by divider sheets with labeled index tabs that protrude from the edge of the sheet. (Please use labels that won't fall out!) The outline below marks each labeled index tab with an asterisk (*) and lists the material you should place behind that divider.

- _____ The folders provided by PTFP have six panels, and each panel has a metal clip at the top. Please arrange the Application Form and other materials on the panels as follows:

Panel 1 If required, place in the PTFP-provided folder one complete set of original CD-346 forms ("Applicant for Funding Assistance," pages 14-15 of the Application Form). *No other copies should be submitted.*

Panel 2 *Application Form Parts I, II (Budget information/construction), III (Equipment lists/ construction), IV (Budget information/planning)

 *Program Narrative Part V (with the discussion of each evaluation criterion clearly marked; 5-page limit for all of the first 5 criteria; no page limit for the *Involvement of Women and Minorities* criterion)

 *Exhibit A Financial Certification (page 6 of the Application Form, plus attachments)

 *Exhibit B Inventory (page 7 of the Application Form) for construction applications

 *Exhibit C Equipment Justification for construction applications

 *Exhibit D 5-Year Equipment Plan for construction applications

 *Exhibit E Coverage Maps, if required

Panel 3 *Please leave blank for PTFP use.*

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Panel 4	*Exhibit F	Letters of Support or Project Participation, as needed and appropriate
	*Exhibits G – Z	Optional material (include a table of contents if there is more than one exhibit)
Panel 5	*Exhibit AA	Assurances, Drug-Free Workplace, and Lobbying (Application Form pages 8-9, 10-11; and page 12, if required)
	*Exhibit BB	Eligibility documentation, if required
	*Exhibit CC	Distribution agreements, if required
Panel 6	*FCC documents	Applications, Construction Permits, etc., as required. If you have FCC documents for more than one station, etc., please insert tabbed dividers appropriately labeled between them. If your FCC-related materials are more than 1" thick and do not fit the sixth panel comfortably, place <i>all</i> of the FCC-related material in a separate folder, suitably labeled, and place a sheet on Panel 6 directing the reviewer's attention to the separate folder.

NOTIFYING OTHERS ABOUT YOUR PTFP APPLICATION

_____ *All applicants:* If the states served by your project participate in the State Single Point of Contact (SPOC) process, you must send copies of the first two pages of the Application Form to their SPOC offices.

Although you must send only pages 1 and 2 of your Application Form, your cover letter should state that a copy of the rest of the application is available upon request.

A list of SPOC offices is available through the Office of Management and Budget's home page at <<http://www.whitehouse.gov/omb/grants/spoc.html>>, and a copy is included in your project's guidelines booklet.

If you receive a response from your SPOC office, please send a copy of the response to PTFP.

_____ *Broadcast project applicants* are advised to notify the telecommunications agency, if any, in each state served by their project.

_____ *Non-broadcast project applicants* are advised to notify the telecommunications agency, if any, in the states where they are located.

_____ You will find a list of State Telecommunications Agencies in your project's guidelines booklet.